



City of Hoboken CY 2016 Introduced Budget Supplemental Materials

Department of Health & Human Services

Prepared by
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CY 2016 Introduced Budget

Department Of Health & Human Services



Health & Human Services Departmental Overview

- Director's Office
- Division of Health
- Division of Housing Inspection
- Division of Senior Services
- Division of Rent Leveling
- Division of Recreation
- Division of Cultural Affairs

ORGANIZATIONAL CHART

CY 2016 Introduced Budget Department of Health & Human Services



Department of Human Services

Admin Clerk

Director

Board of Health

1 Health Off
1 Asst Off

2 REHS
1 Registrar
1 Deputy Registrar

1 Agency Aid
1 Clerk Typist
1 Cashier P/T

Recreation

1 Superintendent

2 Supervisors

1 Laborer

Senior Services

Division Head

1 Stenographer
1 Principal Clerk
1 Clerk Typist

1 Laborer
1 Recreation Aide

1 Omni Bus P/T
1 Senior Aide P/T
1 Community Service P/T

Rent Leveling

Rent Control Officer

1 Senior Ser Rep
1 Principal Clerk

Housing Inspection

Chief Housing Inspector

1 Inspector
1 Clerk

Cultural Affairs

Cultural Affairs Administrator

Director's Office	2FT	
Health	8FT	1PT
Recreation	4FT	
Senior Services	6FT	3PT
Rent Leveling	3FT	
Housing Inspection	3FT	
Cultural Affairs	1FT	



Employees

- (2016) – 27 full time employees and 4 part time employees
- (2015) – 27 full time employees and 4 part time employees
- (2014) – 28 full time employees and 4 part time employees
- (2013) – 29 full time employees and 4 part time employees
- (2012) – 31 full time employees and 3 part time employees
- (2011) – 32 full time employees and 4 part time employees
- (2010) – 37 full time employees and 7 part time employees
- (2009) – 37 full time employees and 7 part time employees



Director's Office

Functions

- The Director exercises leadership and supervision for the operations of the Department of Human Services and its divisions.
- Prepare requisitions for Director and Division heads within Human Services.
- Review time sheets and time cards for absenteeism, etc. Manage employees sick and vacation time and maintain attendance records. Check accuracy of any overtime requests submitted.
- Typing of all correspondence, memorandum, letters, and purchase requisitions for the Director as well as other division within Human Services.
- Provide customer service to constituent complaints or concerns regarding the services provided by the Department of Human Services.
- Create flyers, newsletters, calendars and brochures on various computer programs.
- Reconcile checks submitted to Department of Human Services for Health, Recreation, Seniors and any donations.



Division of Health

Functions

- Conducts inspections to enforce relevant sanitary and health laws.
- Issues violations of relevant State and Local sanitary and health laws, determines the cause and takes proper corrective action.
- Reviews and may approve plans for residential, commercial, and industrial development as necessary to ensure compliance with sanitary, environmental, and public health laws, rules, and ordinances.
- Inspects retail food establishments, schools, pools, licensed child care centers, etc.
- Investigates nuisances and violations of the sanitary, environmental, and public health laws, rules, and ordinances.



Division of Health

Functions

- Maintains, updates, and analyzes environmental health records, findings of inspections, and other data to ensure proper documentation and continuity of environmental health protection
- Conducts investigations of suspected disease outbreaks; visits suspected areas and interviews persons who have contracted the disease to compile information on symptoms and environmental factors.
- As is provided for in the health ordinance, issues certain licenses and permits.
- Handles complaints regarding stray animals, and licensed and unlicensed domesticated animals and investigates alleged violations of state anti- cruelty statutes.
- Conducts yearly Rabies and Seasonal Flu clinics



Division of Housing Inspection

Functions

- Enforce multiple dwelling and hotel housing laws by state partnership on five year cyclical cycle
- Fire safety inspections for housing units six stories or less
- Buildings higher than six stories are inspected by the Fire Department
- Enforcement of New Jersey Fire Safety Codes
- Enforcement of New Jersey Housing Codes
- Enforcement of City of Hoboken Multiple Dwelling and Hotel Codes



Division of Senior Services

Functions

Trained staff provides a wide range of services that promote a valuable choice for seniors in the Hoboken Community. Our care managers maintain a service network that meets the health, economic and social needs of seniors, with a particular emphasis on assisting those considered frail and economically disadvantaged.

- CCPED – Medicaid Waiver program
- JACC – Jersey Assistance For Community Care Giving
- SLIMB – Special Low Income Medicare Benefits
- NJ Life Line – Service for 65 and older or disabled receiving Social Security Disability benefits.
- Medicare/Medicaid
- Meals program (Meals on Wheels)
- Activities run at the Senior Center such as Bingo, Theme Parties and other fun filled activities for seniors.



Division of Rent Leveling

Functions

Assists and provides customer service to property owners and tenants in understanding the impact of Municipal Rent Control Ordinance, Chapter 155 that may have on their properties and apartments.

- Maintain files on all properties which are rent controlled
- Calculating legal base rents for landlords and tenants
- Provide the allowable monthly CPI rent increases to landlords
- Tax Surcharges, water/sewerage surcharges
- Capital improvement surcharges
- Hardship increases
- Vacancy decontrols
- Annual registration of rental properties



Division of Recreation

Functions

Support the community's recreational need's and interests by providing a wide variety of activities through traditional and innovative programming. The following is statistical figures of participants.

- **Recreational Participation...**
- Basketball **575** participants
- Soccer **1500** participants
- PAL Football **135** participants
- Baseball **633** participants
- Girls Softball **272** participants
- Cheerleading **33** participants
- Wrestling **52** participants
- Summer Fun **375** participants
- Lacrosse **154** Participants



Division of Cultural Affairs

Functions

Department plans and executes a wide range of community events throughout the year to promote the arts, theater, family and music activities. Our diverse programming is designed to appeal to the entire community.

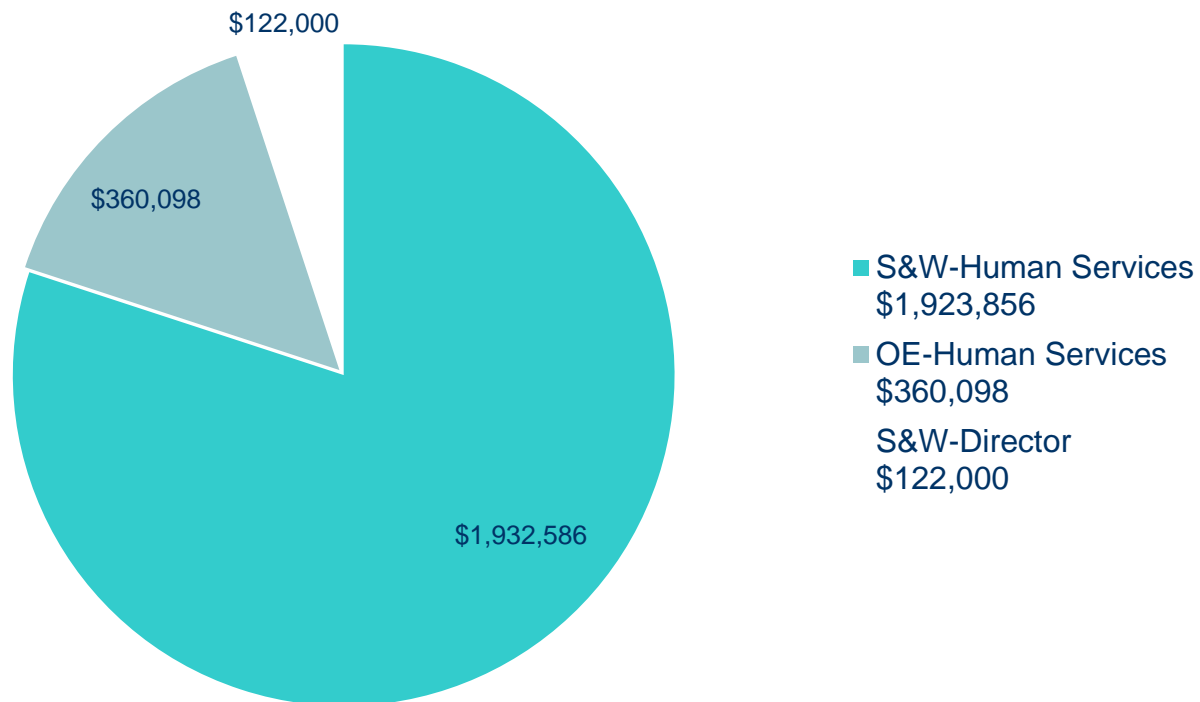
- Spring/Fall Arts & Music Festival
- Irish Festival
- Concerts
- KiddiePalooza
- Family Fun Nights
- Art in the Park
- Summer Concerts Series
- Sinatra Idol Contest
- Movies Under The Stars
- NJ Symphony Orchestra
- Shakespeare in the Park
- NY Red Bulls Viewing Party
- Artists Studio Tour
- Harvest Festival
- RagaMuffin Parade
- Holiday Tree Lighting
- Holiday Crafts Fair

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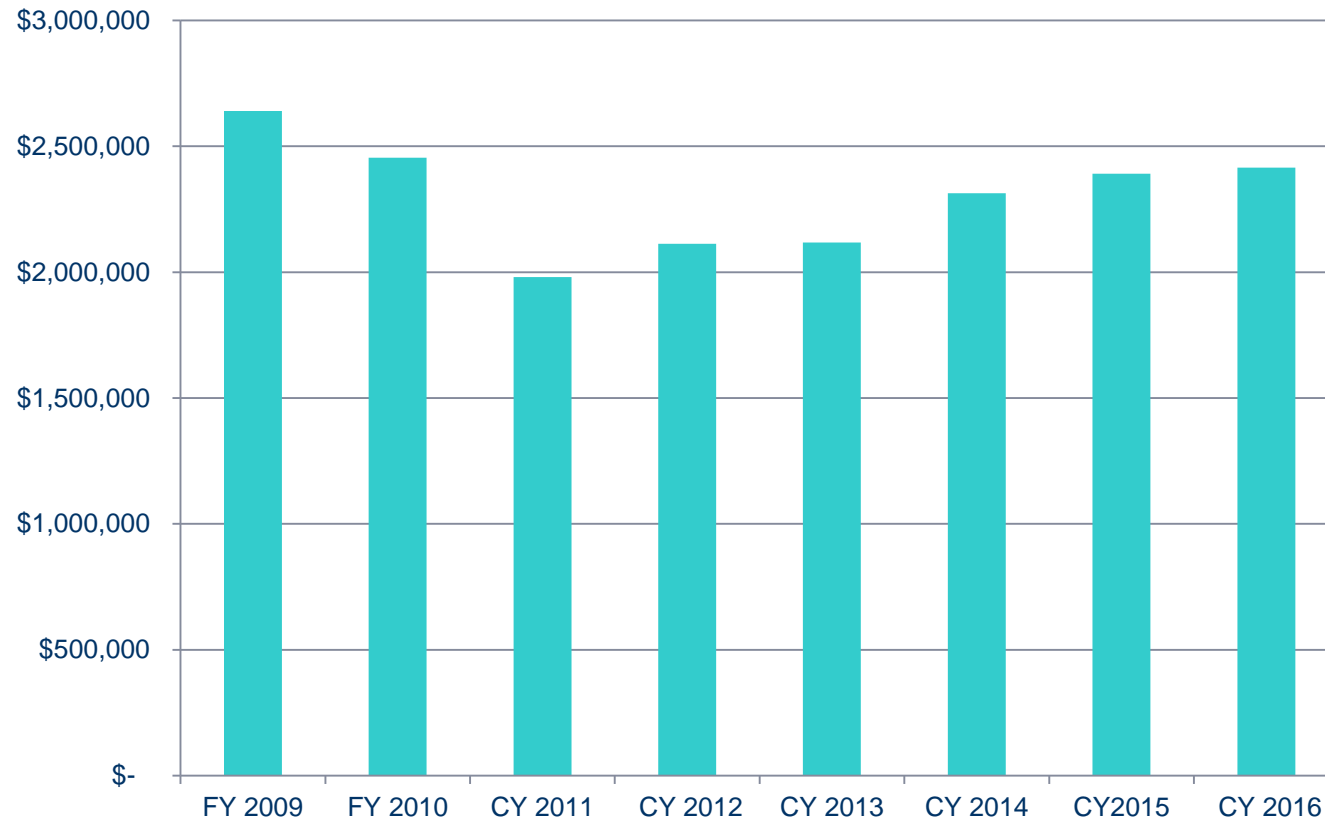
Department of Health & Human Services



Budget



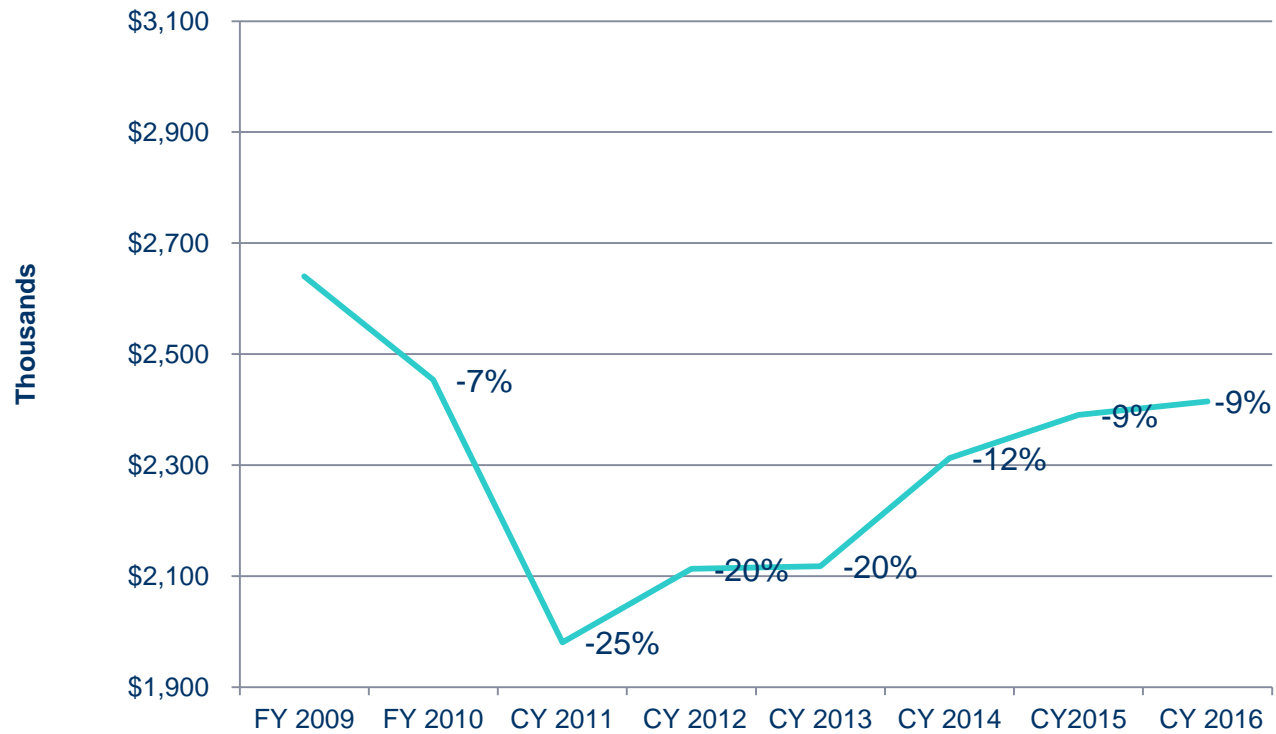
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Budget



CY 2016 Introduced Budget

Department Of Health & Human Services



Division	2016 Anticipated Revenues
Health	\$257,334.00
Rent Leveling	\$52,000.00
Recreation Fees	\$128,200.00
TOTAL	\$437,534.00